

INVESTIGATOR (EMPLOYEE COMPLIANCE) (FDNY)

Duties and Responsibilities

This class of positions encompasses the performance of highly confidential and sensitive investigations and studies concerning the administrative misconduct and incompetency of agency officials or employees; violations of Agency/City rules and regulations, by same, and the development and implementation of plans and programs for the control and prevention of misconduct or incompetent practices, including internal security. There are three Assignment Levels within this class of positions with varying levels of responsibility and/or technical expertise required. All personnel perform related work.

Assignment Level I

Under supervision, with latitude for independent action and decision, investigates employees' conduct. Conducts surveillances, interrogates subjects and witnesses, and examines and analyzes employee records. Maintains case records, prepares reports, and analyzes agency records. Makes recommendations as to appropriate action to be taken following investigation. Testifies at hearings. May testify at court proceedings. May work in close coordination with City investigatory agencies. Analyzes and evaluates existing and proposed agency procedures. Conducts security surveys of agency operations and facilities. Develops security plans. Trains agency staff to use detection and control procedures to limit misconduct and incompetency.

Assignment Level II

Under general supervision, with considerable latitude for independent action and decision, in addition to performing Assignment Level I duties in cases requiring a high degree of specialization and/or technical expertise, supervises a small unit of subordinates performing Assignment Level I duties. Trains subordinates in basic investigative methodologies. Interprets rules, regulations, codes and policies for subordinates. Assists in the supervision of a large unit performing investigations. In the temporary absence of the supervisor, may perform the duties of that position.

INVESTIGATOR (EMPLOYEE COMPLIANCE (FDNY) (continued)

Assignment Level III

Under direction, with wide latitude for independent action and decision, supervises and trains a large unit performing disciplinary investigations. Advises subordinates on difficult matters and interprets rules, regulations, codes and policy for the guidance of the investigating staff. Serves as consultant in the investigation of difficult cases. Plans and coordinates investigation of difficult cases. Plans and coordinates investigation schedules and staff assignments. Prepares, reviews, evaluates, and acts on reports and recommendations submitted for administrative action. Supervises training programs. Conducts highly complex or special investigations. In the temporary absence of the supervisor, may perform the duties of that position.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience in one or more of the fields of accounting, auditing, correction administration, criminal justice administration and planning, forensic science, and security, or in a major operational area of the employing agency; or
2. A baccalaureate degree from an accredited college; or
3. Education and/or experience equivalent to "1" or "2" above.

Lines of Promotion

None: This class of positions is classified in the Non-Competitive Class.